

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 11/02

OPEN TO: All Interested Candidates

POSITION: Laboratory Program Officer, FSN-10; FP-5 (Steps 5 through 14)*

OPENING DATE: January 14, 2011

CLOSING DATE: January 28, 2011

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$56,323 (Starting salary)
(Position Grade: FP-5 will be confirmed by Washington)

*Ordinarily Resident: US\$16,300 (Starting salary)
(Position Grade: FSN-10)

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for Laboratory Program Officer position in its Centers for Disease Control and Prevention/Global AIDS Program (CDC/GAP).

BASIC FUNCTIONS OF THE POSITION

Under the direction of the CDC/GAP HCMC Associate Director and the Hanoi Senior Laboratory Advisor, the incumbent of this position will provide technical assistance and logistical support for on-going laboratory activities in support of CDC-funded cooperative agreement projects in Vietnam. The incumbent will assist in the implementation and monitoring of laboratory aspects of CDC/GAP Vietnam programs, including conducting site visits to monitor the quality of testing, blood safety, universal precautions, and procurement of equipment, reagents and supplies. The incumbent will also identify training needs; organize training courses and meetings for laboratory personnel, ensure timely and appropriate submission of required reports, develop reports and technical presentations, and translate reports as needed.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor level degree in any of the following fields: Microbiology, Chemistry, Immunology, Biochemistry, Pathology, Biology.
2. Must have a minimum of three years of experience in clinical laboratory science. In which, at least one year experience in HIV-related diagnostic testing is required.
3. Must have in-depth knowledge of the principles of clinical microbiology, techniques involved in diagnosis of HIV, and microbiological monitoring treatment of persons living with HIV/AIDS. Familiarity with the Vietnam health care system and the Ministry of Health, its structure, organization, and policies is required.
4. Strong interpersonal skills with the ability to develop effective working relationships with international, national, provincial, and local partners are required. Must have ability to perform logistical arrangements, including meeting and training coordination, ability to compile routine and technical reports.
5. Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office

U.S. Consulate General, 7A Mac Dinh Chi Street

District 1, Ho Chi Minh City

Tel. 84-8-3520-4342/ 4274

Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: JANUARY 28, 2011

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)